

## UNIT 7

### Website Authoring

#### **Recommended Prior Knowledge**

Students will require knowledge of the internet and e-mail systems, from the theory Unit 4 (Networks) and from practical Unit 1 (Communication).

#### **Context**

This unit can be studied on its own or in conjunction with other practical units. It is recommended that theory Unit 4 (networks) and practical Unit 1 (Communication) is studied before or in conjunction with this unit.

#### **Outline**

This unit covers the following areas:

- locating information from a web site
- downloading information from a web site
- setting up external style sheets for use on all pages
- create styles ( h1, h2, h3, p, li )
- specify font attributes
- apply style
- creation of web pages
- creating links;
  - text link
  - graphic link
  - links within the same page
  - links to the other pages
  - external sites
- insert image
- alter image attributes
- use of tables
- specify borders
- merge cells
- editing of pages
- saving web pages
- printing web pages.

Section	Learning Outcomes	Suggested Teaching Activities	Online Resources	Other resources
16.1	Use stylesheets	<p>Understand the need to have stylesheets which hold a corporate house style for application across all pages within a website. Understand the difference between stylesheets and web pages.</p> <p>Review web pages of other organisations to look at house styles and attached stylesheets.</p> <p>Design a number of new stylesheets for the common tags: h1, h2, h3, p, li, with a variety of font appearance, sizes, colours, enhancements and alignments. Save these in .css format and attach each in turn to prepared webpages to view the impact.</p> <p>Understand the use of tags (including meta names) and their function, enabling searching for content within a web site.</p> <p>Review web pages of other organisations to look at the meta tags to enable search engines to locate the content of the site.</p>	<p>Connection to the internet is required for this section. Students can view external websites (either from teacher given URL's or by pursuing their own searches for areas of interest).</p> <p>Locate a number of current web addresses.</p> <p><a href="http://www.adbh.co.uk/tt280/css/index.htm">http://www.adbh.co.uk/tt280/css/index.htm</a></p> <p><a href="http://www.nhgs.tec.va.us/">http://www.nhgs.tec.va.us/</a></p>	<p>Tutor preparation required:</p> <ul style="list-style-type: none"> <li>provide notes on stylesheets</li> <li>provide a prepared website with a range of styles so that the students can attach a number of different stylesheets to the page and observe the differences</li> <li>provide instructions showing what the students have to do.</li> </ul>
17.1	Create webpage(s)	<p>Create a homepage on a topic of interest with menu options.</p> <p>Create other pages within the same site. Use foreground and background colours within these pages. Include text and graphics.</p> <p>Apply menu options to the pages that have been created.</p>		<p>Tutor preparation required:</p> <ul style="list-style-type: none"> <li>provide instructions showing what the students have to do.</li> </ul>
17.2	Create links	<p>Create links within and between the pages using menu options, text hyperlinks and graphics hyperlinks.</p> <p>Develop the concept of windows where pages can be opened within the same window, a named</p>	<b>Exercise 19</b>	<p>Tutor preparation required:</p> <ul style="list-style-type: none"> <li>provide instructions showing what the students have to do</li> <li>provide web pages for students to hyperlink to and from <b>or</b> allow</li> </ul>

Section	Learning Outcomes	Suggested Teaching Activities	Online Resources	Other resources
		<p>window or within a new named window.</p> <p>Create links to anchors within the same page, to open a page in the same window and in a new window. Create links to external sites using web addressing with the correct URL.</p>		<p>students to use the pages created in 17.1 for some of the exercises.</p>
18.1	Use tables	<p>Review the use of tables (particularly hidden tables) in other selected web sites.</p> <p>Discuss improving layout with the use of tables, to ensure that any recipient can view the webpage irrespective of hardware and software restrictions or settings.</p> <p>Introduce the html mechanics of tables, table heading, table row, table data, table borders, cell spacing and cell padding.</p> <p>Create tables setting table borders.</p> <p>Merge cells within tables (either using a WYSIWYG or using column span within the html code).</p>	<p><b>Exercise 20</b></p> <p><b>Exercise 21</b></p> <p><b>Exercise 22</b></p> <p><a href="http://www.bbc.co.uk/education/home">http://www.bbc.co.uk/education/home</a></p>	<p>Tutor preparation required:</p> <ul style="list-style-type: none"> <li>provide instructions showing what the students have to do</li> <li>provide web pages for students to create tables within or allow students to improve the pages created in 17.1 for some of the exercises.</li> </ul>
19.1	Insert image	<p>Understand the relationship between download time and image size for website applications.</p> <p>Insert images into the webpage, including within tables.</p>	<b>Exercise 23</b>	<p>Tutor preparation required:</p> <ul style="list-style-type: none"> <li>provide instructions showing what the students have to do</li> <li>provide web pages for students to insert images into table/s.</li> </ul>
19.2	Alter the image	<p>Manipulate the tables to place images relative to the text.</p> <p>Understand the need to resize yet maintain the aspect ratio of images during this process.</p> <p>Enable students to resize images using pixel settings within the WYSIWYG editor and/or within the html code.</p> <p>Instruct the students on the use of a suitable</p>		<p>Tutor preparation required:</p> <ul style="list-style-type: none"> <li>provide instructions showing what the students have to do</li> <li>provide web pages for students to manipulate the images within the table(s)</li> <li>provide a number of image files in different formats which need to be converted prior to placing</li> </ul>

Section	Learning Outcomes	Suggested Teaching Activities	Online Resources	Other resources
		graphics package in order to edit the image, for example resize or adjust the colour depth and to change graphics formats to internet 'friendly' formats like .gif, .jpg and .png.		within the webpage.
20.1	Save and print web pages	Ensure that students can save their data and can print the whole or part of the webpage in browser view, as html code and can print screen shots evidence.		

**Mini Assessment**  
**Exercise 24**

## **Unit 7 Exercises**

### **EXERCISE 19**

Look at 6 web pages, and decide what you like about the page in terms of:

- colour
- graphics
- information
- whether you got the information you wanted
- what you would do to improve the page
- length of time to download.

Draw up a set of rules that you will use to create your own web pages.

Create a homepage which includes menu options and apply these to link to other pages. Save your homepage and print in browser view and in HTML format.

### **EXERCISE 20**

Gather information from a financial institution in your town (such as a bank). Your material should include relevant images, charts, and text.

Using your materials collected and selecting font and colours of your choice, create web pages, including links. Look for a URL of the financial institution to see if they have a web site. If so create a link from your page to their page. This link could be created on text or even on a graphic you may have scanned from the information collected. This link must open in a new window. Open another link to an internal page which opens within the same window. Save your pages, and print in browser view and in HTML format.

## EXERCISE 21

Create styles for headings, paragraphs and bulleted lists. These should include font, colour, size, alignment and font weight, see example in table below. Save these styles as an external stylesheet to be used on each page.

NAME	FONT	COLOR	SIZE	ALIGNMENT	WEIGHT
h1	Serif	Black	48pt	Centre	Bold
h2	Sans-serif	Red	36pt	Left	Italic
h3	Sans-serif	Black	28pt	Left	Normal

Gather information from a travel agent in your town. Your material should include relevant graphics, charts, and text.

Using your collected materials create web pages, including links. Look for a URL of the travel agent to see if they have a web site, and, if so, create a link from your page to their page. This link could be created on text or even on a graphic you may have scanned from the information collected.

Apply the stylesheet to all pages. Tag the text on each page with the appropriate text style, e.g. h1, h2, h3, p, li.

Save your pages, and print a reference copy.

## EXERCISE 22

Create styles for headings, paragraphs and bulleted lists. These should include font, colour, size, alignment and font weight. Save these styles as external stylesheets to be used on each page.

Visit the web site of the BBC: <http://www.bbc.co.uk/education/home> there are some examples of learning pages produced by the BBC. Having reviewed these pages, think of advertising courses offered at your learning centre.

Home page

Design an index page (home page) for the training organisation.

This page should contain a little text mainly the organisation name and main purpose of the organisation.

Seek out and scan if needed, a graphic as a logo to go onto the web site.

Apply the stylesheet to all pages as you create them. Tag the text on each page with the appropriate text style. E.g. h1, h2, h3, p, li.

Create links to other pages in your site as you create them.

Second page

Open a second web page that will give information on the courses on offer – this page should link back to the index page.

Create a table to hold the course details, see example below:

ICT COURSES ON OFFER			
Course Title	Brief outline of content	Times	Attendance type
Web creation	Design a web page	0900 – 1100 Tuesday	Weekly
Spreadsheets	Create spreadsheets with formulae	1200 – 1400 Tuesday	Weekly
CAD	Create a drawing to enable production	1500 – 1600	Daily workshop

Choose the borders to be visible on the table  
Merge cells where necessary.

### Third Page

This page should contain contact details. These will be the organisation name and address and telephone number, the web address and e-mail address of either yourself or someone in the organisation. Links should be made to the web address and also to the e-mail address.

Create links on this page back to the index page and the second page.

Add the organisation logo adjusted so that it is a different size from the first page.

Revisit the pages you have created and ensure all pages have links to each other and that they work.

Save your pages, and print a reference copy.

## EXERCISE 23

Gather information on a topic that is of special interest to you. This may be to do with, say, fashion, or conservation. Your material should include relevant images, charts, and text.

Using your material and selecting font and colours of your choice, create linked web pages, each with menu options and links to other pages. Make sure that the other pages display your material (charts and other text).

Save your pages, and print in browser view and in HTML format.

## EXERCISE 24

Create styles for headings, paragraphs and bulleted lists. These should include font, colour, size, alignment and font weight. Save these styles as external stylesheets to be used on each page.

Gather information from a local shop in your town. Your material should include relevant graphics, charts, and text.

Using the materials that you collected create web pages, including links.

Apply the stylesheet to all pages as you create them. Tag the text on each page with the appropriate text style, e.g. h1, h2, h3, h, li.

#### Home page

Design an index page (home page) for the shop.

This page should contain a little text mainly the shop name and outline of the goods it sells.

Seek out and scan if needed, a graphic as a logo to go onto the web site.

Create links to other pages in your site as you create them.

#### Second page

Open a second web page that will give information on the products sold – this page should link back to the index page.

Create a table to hold the product details, see example below:

XXX SHOP		
ITEM	AVAILABILITY	COST

Choose the borders to be invisible on the table

Merge cells where necessary.

#### Third Page

This page should contain contact details. These will be the shop's name and address and telephone number, the web address and e-mail address of either yourself or someone at the shop. Links should be made to the web address and also to the e-mail address.

Create links on this page back to the index page and the second page.

Add the shop's logo adjusted so that it a different size from the first page.

Revisit the pages you have created and ensure all pages have links to each other and that they work.

Save your pages, and print a reference copy.